

# NATIONAL CREDIT UNION ADMINISTRATION



## **2003 Report of Officials**

Version 2.0

### Installation and User Instructions

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**For problems with the Software System itself, please call NCUA OCIO Customer Service at  
1-800-827-3255 or 1-703-518-6450**

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THESE INSTRUCTIONS ARE FOR THE USE OF  
CREDIT UNIONS

# **NATIONAL CREDIT UNION ADMINISTRATION**

## **Report of Officials**

### **Installation and User Instructions**

## **Overview**

The Report of Officials System is part of the National Credit Union Administration Regional Office data collection system. Upon the completion of the entry of the required data into the Report, you will create a transmission file to a diskette. Credit Unions will send this diskette to the Regional Offices of NCUA as directed in the accompanying information.

This document contains the following sections:

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## **I. Basic System Requirements**

You must have the following hardware and software to be able to run the Report of Officials System:

1. An IBM PC AT or compatible computer with a 486 or higher Processor
2. A 3½" floppy disk drive
3. A CD-ROM drive
3. A hard disk with at least 2 Megabytes available space
4. A minimum of 4 MB "on-board" computer memory
5. A graphic, non-dot matrix Printer
6. Microsoft Windows 3.11 or higher

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If your equipment still does not meet these minimum requirements, please refer to the **Special Note** on page 3. You may have to fill out the forms manually.

## II. System Installation Instructions

1. Start your computer as you normally do.
2. If you are not inside Windows, start Windows.
3. Insert the Call Report & Report of Officials CD your PC's CD drive. (See important reminders below.)
4. If you are using Windows 3.11, select **File/Run** from Program Manager. For Windows 95/98 or NT 4.0 or higher, select **Start/Run**.
5. At the prompt, type the letter corresponding to the computer's CD drive followed by **ROOSETUP.EXE**. For example if E: **ROOSETUP.EXE**.
6. From this point on, you must follow the instructions on the screen. They are quite explicit and easy to follow.

### Important Reminders:

1. Prior to installation. If you saved last year's program on your computer, we suggest that you install this year's program into the same directory. This year's installation will not overwrite the previous year's data files. This will permit you to update the prior year's report for the credit union's and officials' data information. However, you will need to enter the branch information data for this year. See further discussion in Section III of this instruction for importing last year's Report of Officials.

### Importing Last Year's Report of Officials

After starting the program, open last year's report by:

1. Clicking on File on the menu bar,
2. Clicking on Open, and,
3. Clicking on last year's report file.

This will pull up last year's report into this year's program file. From this point forward, you will only need to make changes to last year's credit union and officials' information. You will also need to enter data regarding the credit union's branches. See further instructions for Adding, Deleting, and Updating information under the Main and Branch Information Screens instructions. ***If you want to Save the imported prior year's report, you will***

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*need to rename this year's updated version through the Save function. Call NCUA's Technical Support at 1-800-827-3255 if you have questions regarding the Save function.*

2. After installation. Store the CD in a secure location. If you experience computer problems during the year, you may need to reinstall the system from the CD.

**Special Note:** If you experience any memory problems, we suggest you do the following:

1. Exit all other applications and then try running the software.
2. If the system still fails to execute using this configuration, you will have to fill out the forms manually.

### Running the Software:

1. For Windows 3.11, if the Report of Officials (ROO) window and ROO icon is visible, select the ROO icon and press <ENTER> or double click. If not, select Windows from Program Manager menu and choose ROO to make the ROO window and icon visible.
2. For Windows 95/98, NT or higher, select Start/Program/ROO/ROO.

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### III. System Functions

#### a. Main Screen

NCUA - [Report of Officials]

File Branch Information Help

Charter Number:  Check Digit:  Report Date (MM/DD/YYYY):

Credit Union Name:  Date of this year's annual meeting:

Mailing Address:  City-St.-Zip:

\* Days Open:  \* Hours:  \* Tel/Fax:

Office Location:  City-St.-Zip:

☐ (Check if same as mailing address)

Credit Committee: ☐ None ☐ Elected ☐ Appointed

**Officials:**

Name (Last):  First:  Mid:  Title:

Address:

City-St.-Zip:

\* Phone (Home):  \* Work:  \* Email Address:

☐ Part Time ☐ Full Time

	Last Name	First Name	Mid	Title	Email Address

All fields are required except marked by Asterisk (\*)

The above screen will appear at the program startup. This screen is one of two.

In the above screen, general information about the credit union is collected in the upper portion of the screen and information about the credit union officials is collected in Officials section. The second screen is accessed through the menu bar by selecting Branch Information. See next page for an illustration of the Branch Information screen.

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	Branch Name/ID	Street Address	City	State	Zip code	Country
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

The above screen contains information regarding for all credit union member service branch offices staffed by employees, regardless as to the level of services provided or the number of hours the branch is open.

For both screens, use the mouse to navigate between fields and command buttons or if you prefer using the Keyboard, the **Tab** and **Shift+Tab** keys may be used. The **Tab** key moves the cursor forward one field and the **Shift+Tab** keys move the cursor back one field.

**NOTE:** You will find your check digit on the informational memo received with your package. You will **not** be able to create a transmission file without entering the correct check digit number.

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#### **b. Menu Bar**

To **select a menu** from the menu bar, click on the menu option with the mouse or to use the keyboard, hold down the ALT key and press the underlined upper case letter of the menu name or.

To **access a menu item**, click on the menu item with the mouse or use the up or down arrow key to move the highlight bar to the desired item, then press the <ENTER> key.

To deactivate any pull-down menu and return to the data entry screen, press the ESC key one time.

#### **c. File, Branch Information, and Help Menus**

##### **File Menu**

**New** - This command will clear the screen for a new Report.

**Open** - This command will open an already saved report.

**Save** - This command will save the report.

**Print** - This command will print the report to a local non-dot matrix printer.

**Write Transmission File** - This command will create a transmission file for the report that is currently open. If any required data input is missing, a Critical Error message box will appear indicating the omitted items. All required data must be input before a transmission file can be created.

**Exit** - This command will exit you from the system. You will be prompted to save any changes if you have not done so.

##### **Branch Information**

Selecting this menu item opens the Branch Information data entry screen.

##### **Help Menu**

**Content** - This option provides program help instructions.

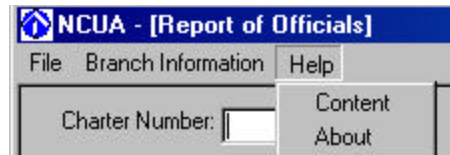
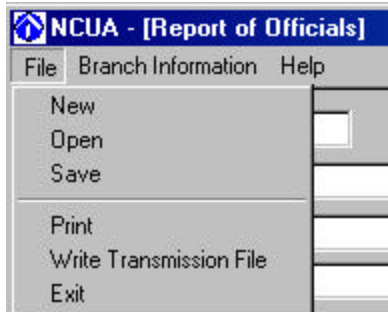
**About** This option provides the program's version number and date.

See the next page for illustrations of the File and Help menus.

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#### d. Data Entry

##### Main Screen

Enter the credit union's general information in the top part of the form. The Officials section is divided into two parts, the data input area and the display list of all officials already input. Enter the information for each official in the top part of the Officials area. Please provide the names, titles, and complete home addresses (P.O. Box or street address, city, state, zip code) and phone numbers, and available e-mail addresses for all credit union officials. Click on the **Add** button to add the individual official's information into the display list section. When the individual official's information is added in the display list section, the data input area is cleared for a new entry. If an entry needs to be modified, click on line in the display list area to select the desired official. The official's information will appear in data input section. Make the necessary modifications in the data input section and click on the **Update** button. To delete an official, select the official from the display list area and click the **Delete** button.

NCUA - [Report of Officials]

File Branch Information Help

Charter Number:  Check Digit:  Report Date (MM/DD/YYYY):

Credit Union Name:  Date of this year's annual meeting:

Mailing Address:  City-St-Zip:

\* Days Open:  \* Hours:  \* Tel/Fax:

Office Location:  City-St-Zip:

☐ (Check if same as mailing address)

Credit Committee: ☐ None ☐ Elected ☐ Appointed

**Officials:**

Name (Last):  First:  Mid:  Title:

Address:

City-St-Zip:

\* Phone (Home):  \* Work:  \* Email Address:

☐ Part Time ☐ Full Time

	Last Name	First Name	Mid	Title	Email Address

All fields are required except marked by Asterisk (\*)

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#### Branch Information Screen

Enter the credit union's branch information on this form. Please provide the complete addresses (P.O. box or street address, city, state, zip code) and phone numbers for all credit union member service branch offices staffed by employees, regardless as to the level of services provided or the number of hours it is open. Do not provide branch information for ATMs, unattended kiosk locations, or shared branches. Do not include the address for member service branch operations maintained at your headquarters' office location. Please be sure to include the address of any member service branch that is separate from the headquarters' office location. A branch name can be a specific name, number, letter, identifying acronym, or other form of identification that the credit union has assigned to the branch. The branch name field must be completed.

*If a branch is located in a foreign country,* please check the *Check if in Foreign Country box*, complete the country data field, and provide the name of the city, foreign state, province, or territory, etc., and Mailing Code in the *City* data field. If the data in the *City* data field exceeds 50 spaces, please input the foreign state, province, or territory, etc. in the *Country* data field before the name of the country.

Click on the **Add** button to add the individual branch information into the display list section. When the individual branch information is added in the display list section, the data input area is cleared for a new entry. If an entry needs to be modified, click on line in the display list area to select the desired branch. The branch information will appear in data input section. Make the necessary modifications in the data input section and click on the **Update** button. To delete a branch, select the branch from the display list area and click the **Delete** button.

See the next page for an illustration of the Branch Information screen.

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Branch Information

Branch Name:  Phone:

Street Address:  Check if in Foreign Country ☐

City/State/Zipcode:    Country:

	Branch Name/ID	Street Address	City	State	Zip code	Country
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

### Completion of Data Input

When input is complete, save the report and create the transmission file. Both the Save and Write Transmission File commands are located in the File menu option. ***If this is a new file (not an imported previous year's report that was updated), the Save option will provide the default name ROO 2003.TXT to the data file and automatically save it in the program folder. However, you can assign a different name for the report file. If you imported a prior year's report and want to save it, you will need to rename the current year's updated report through the Save function.*** When you reinstall the program for next year, this year's data file will not be overwritten. This will allow you to update this year's data file for next year's report. This will save you data entry time next year.

***Call NCUA's Technical Support at 1-800-827-3255 if you have any questions regarding the Save function.***

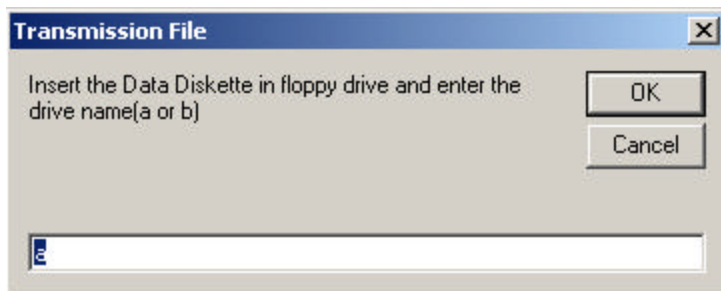
# **NATIONAL CREDIT UNION ADMINISTRATION**

## **Report of Officials**

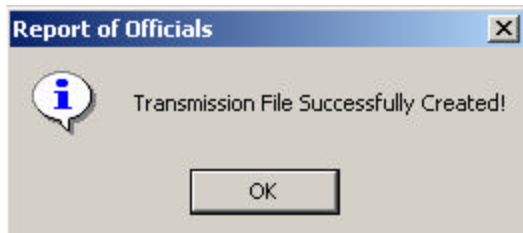
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#### **e. Transmission File**

The report file that you want to transmit has to be open. Before creating the transmission file, insert the provided NCUA Report Officials Data Disk into the computer's floppy drive ( A: or B: ). Any blank formatted diskette can also be used in place of the NCUA Report Officials Data Disk. From the File menu select the Write Transmission File option. The Transmission File message box will appear, type the letter of the appropriate drive letter designator ( A or B), then click on the OK button.



When the transmission file has been successfully created, the Report of Officials Transmission File Successfully Created message box will appear.



The transmission file disk diskette can be removed from the floppy drive and sent to the credit union's appropriate Regional Office per the Report of Officials instructions.

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## **IV. Common Questions and Answers**

**What should I do if my installation CD is bad?** If the computer is unable to read the CD, try removing and reinserting the CD in the CD drive again. If it still doesn't work, call OCIO Customer Service at 1-800-827-3255 and request a new CD.

**What happens if I get an error creating the transmission file?**

- Check your Report and make sure that all required items are entered before creating the transmission file. Remember to save the file.
- If you get an error similar to: "General Failure on drive A:", check to make sure that you have the NCUA Report of Official Data Disk or a formatted diskette in the floppy drive that you designated.
- If you get an error similar to: "Disk write-protected...", check the write-protect "tab" in the upper right corner of the diskette. It should be closed (you should not be able to see through the hole).

**What do I do if I get the error "The entered check digit is not valid for the Charter number entered"?** Double check that you have correctly entered the charter number and check digit. The check digit is the four-digit number that follows your five-digit charter number on the cover letter of your Report of Officials package.